SUBJECT: The March Automated Directives System (ADS) Notice

Purpose

This monthly notice provides a listing of policy notices issued since the last quarterly ADS CD update, Agency handbook status, ADS chapter information, Policy notice information, a description of the ADS, and instructions for Windows 95 users on how to access the ADS CD.

Policy Notices Since ADS Compact Disk (CD) 13

All Agency personnel have access to General Policy Notices and should read and assimilate the new policies. The notices are distributed each evening from the Notice Sender mailbox to everyone in USAID/W and to specific mailboxes within the Missions.

There were no USAID/General Policy Notices issued since the release of ADS CD 13. The Policy notices issued during the month of February were either incorporated into the applicable ADS chapter or placed on ADS CD 13 as an Interim Update.

Please note:

* ADS CD 13 was just recently loaded to the USAID/W Local Area Network (LAN) and mailed to the Missions. If you are in USAID/W, please contact the IRM Help Desk for assistance if you are unable to locate ADS 13 on your computer.

* The ADS website is being updated. ADS 13 material will be posted to the web no later than 03/12/99. The ADS website address is: http://www.info.usaid.gov or http://www.usaid.gov.

Electronic copies of policy notices may also be obtained by sending an e-mail to Notice Mailbox@M.AS.IRD@AIDW.

CIBs issued since ADS CD 13 are on the OP webpage (at www.info.usaid.gov/procurement_bus_opp/procurement/cib) and are available from M/OP/P, (202) 712-0610. Earlier CIBs are available in the Resource Library and on the OP webpage.

Helpful TIPS When Using the ADS and ADS CD

Each month we will include a helpful hint for searching the ADS CD and/or ADS content tips. This month's tips pertain to Series 200, USAID Program Assistance, and Policy Notices.

Q1. Are Handbooks 7, 8, and 10 still valid?
A1. No. They are no longer valid. The Handbooks were replaced by the following ADS chapters within Series 200, USAID Program Assistance:

Handbook 7, Housing Guaranties, was superseded by ADS 250, Urban and Environmental Credit Program (UE Credit Program).

Handbook 8, Foreign Disaster Assistance, was superseded by ADS 251, International Disaster Assistance and Interim Update 6.

Handbook 10, Participant Training was superseded by ADS 253, Training For Development.

Q2.   Which offices are responsible for ADS chapters 250, 251, and 253?
A2.   Responsible Offices.

CHAPTER	OFFICE	POINT OF CONTACT
ADS 250	G/ENV/UP	Cameron Webber 202-712-1972
ADS 251	BHR/OFDA	Jean Hacken 202-712-4773
ADS 253	G/HCD	John Jessup 202-712-0122

Q3.   What is a USAID/General Notice?
A3.   A USAID/General Notice is an Agencywide notice. (A USAID/W Notice is for events happening within Washington D.C..)

Q4.   How does a USAID employee receive USAID/General Notices?
A4.   General Notices are posted to the Agency's Intranet website.

Additionally, if you are a USAID/W employee, you may access General Notices via the EBBS or Intranet. USAID/W employees also receive USAID/General Notices as E-mail attachments from Notice Sender. Since Missions do NOT have access to the EBBS, the notices are attached to a nightly E-mail from Notice Sender and sent to specific mailboxes within each Mission.

Q5.   What is a Policy Notice?
A5.   A Policy Notice is the mechanism the Agency uses to create and distribute cleared Agency policy between ADS CD releases. Those Policy notices that are not immediately incorporated into ADS chapters, are located on both the ADS CD and ADS webpage in the Interim Update section. Eventually, ALL Policy notices will either be incorporated into an ADS chapter or expire.

All Agency Policy notices must receive ADS clearance prior to being released. Please contact ADS@M.AS.IRD@AIDW if you have any questions about how to create, clear, and/or publish a USAID/General Policy Notice.

Q6.   Am I responsible for reading and adhering to Agency Policy Notices?
A6.   YES.

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The following information has been updated to incorporate instructions for accessing the ADS CD with Windows 95.

What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as supplementary informational references. It contains five functional series, interim policy updates, valid USAID Handbook chapters, a resource library, and a glossary.

The *functional series* consist of ADS chapters that have been written in a standardized format. The five functional series are as follows:

        Series 100   Organization and Executive Management
        Series 200   USAID Program Assistance
        Series 300   Acquisition and Assistance Agreements
        Series 400   Personnel
        Series 500   Management Services

The *Interim Updates* are USAID/General Policy notices that are not yet in the standardized format. Over time, the Interim Updates will be incorporated into the appropriate ADS chapter.

The *USAID Handbook Series* provides the few Handbook chapters that are still valid, and serves as a cross reference between the Handbooks and ADS chapters in the functional series.

The *Resource Library* contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References provide helpful information pertaining to the Agency's policies and procedures.

The *Glossary* defines terms found in the functional series.

The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DRCD) is 13.

How Do I Access the ADS?

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, and still use Windows 3.1, access is obtained via the CD Server icon (located on Network Applications I on your desk-top computer). If you are a Windows 95 user, please follow the steps listed below. If you are in the field, access may be obtained via a CD-ROM reader.

WINDOWS 95 Users:

        Step 1.   Click on the Microsoft Start Button
        Step 2.   Click on "NetApps"
        Step 3.   Click on "CDNET"

        Congratulations! You have successfully accessed the CD Tower. The steps

from here on are the same as they were when you used Windows 3.1.

Step 4.   Click on ADS*
Step 5.   Click on the Run button**

*Note: If you do not see the ADS CD listed, please click the "Search" button located in the bottom left hand corner of the gray box that appears on your screen. The system will then update your list of CDs.

**Note: The gray box from your screen will disappear for a moment and then the ADS CD will appear.

Components of the ADS may also be accessed via the Intranet and the Internet. These sites currently do not contain the valid handbook chapters. In addition, the Internet (unlike the Intranet) does not have the Personnel Series (400) and Interim Updates for Series 100 and 500.

USAID/General Policy Notices are placed on the websites either as Interim Updates or as a new or revised ADS chapter (replacing the old chapter, if any), usually within 72 hours of their issuance. Therefore, the ADS websites will reflect policy updates sooner than the ADS CD. Access to the ADS material may be obtained by accessing:

1. the Intranet (at www.usaid.gov, and then click on "ADS" under "Info. Services"); or

2. the Internet (at www.info.usaid.gov, under "Publications", and then click on "ADS: Automated Directives System--Formerly the USAID handbooks").

Point of Contact: Cynthia Ginyard, M/AS/IRD, (202) 712-0798 or you may send an E-mail to: ADS@M.AS.IRD@AIDW.

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